



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20461

RQ-2

David Powdrell, Treasurer
Friends of Lois Capps
P.O. Box 23940
Santa Barbara, CA 93121

Identification Number: C00331389

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Reference: October Quarterly Report (7/1/02-9/30/02)

Dear Mr. Powdrell:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Schedule B of your report discloses in-kind contributions to your committee. Please be advised that in addition to disclosing in-kind contributions as a disbursement on Schedule B, the value of the in-kind contributions must be added to the contribution total in order to avoid deflating the cash-on-hand amount. 11 CFR §104.13(a)(2) Please amend your report by itemizing the in-kind contributions on Schedule A.

-Commission Regulations define the term "purpose" to mean a brief statement or description of why a disbursement was made. Examples are "dinner expense", "media", "salary", "polling", "travel", "party fees", "phone banks", "travel expenses", "travel expense reimbursement" and "catering costs". Examples of election day and voter registration activity include "exit polling", "door-to-door get out the vote", "get out the vote phone calls" and "driving voters to the polls". Unacceptable descriptions, which require additional clarification, include but are not limited to "advance", "consulting", "commission", "contract labor", "retainer", "election day expense", "expenses", "invoice", "support", "expense reimbursement", "miscellaneous", "professional services", "get-out-the-vote" and "voter registration". (11 CFR §104.3(b)(4)) Please